

Public Safety Branch  
Police Group  
Police Administration Series

**POLICE COMMANDER**

10/04 (JAS)

**General Purpose:**

Under direction, perform third level management functions such as commanding an assigned command center or a division of a police bureau, or provide other difficult professional individual contributor commissioned law enforcement services as required.

**Typical Duties:**

Responsibly develop, coordinate and evaluate designated public protective operational and administrative services for a designated area of the city, or for an operations or administrative function such as criminal or directed investigations, special services, or auxiliary support, customarily through subordinate Police Lieutenants or civilian section supervisors. Involves: Assist in ongoing interpretation of emerging law enforcement concepts and impact of new or changing legal requirements on designated operational or administrative strategies and policies in order to meet community police services needs. Assess needs and feasibility of instituting technological advancements and methodological improvements to modernize, streamline or enhance the functional or territorial segment of the department for which accountable and of integrating them with the police services provided by other segments of the organization and other agencies as requested. Participate in formulating short and long range performance objectives, priorities and standards for units commanded that contribute to accomplishing the department's mission. Ascertain potentially significant local crime analysis trends and statistics to assist in identifying critical law enforcement problems that affect the specific area or function for which accountable, recommend major tactical plans to solve them utilizing available resources and implement approved approaches. Assist in researching designated aspects of police policies and strategies, identify and analyze improvement alternatives, implement and cultivate approved additions and changes such as by realigning subordinate organizations, modifying programs or projects and redeploying resources in conjunction with other command staff, and monitor progress and evaluate effectiveness and efficiency of contributions to the realization of department mission. Confer with the public in person and by telephone, which includes advising them of City codes and other laws in response to inquires, and investigating and resolving complaints to employees. Direct safekeeping of prisoners. Cooperate with County, State and Federal law enforcement agencies in apprehension and detention of wanted persons, criminals, recovery of stolen property and other matters of mutual interest.

Direct command center or division administration. Involves: Conduct cost-benefit, statistical or other analyses such as of labor, equipment and supply needs, and review funding requests, proposed program improvements and suggested staffing to participate in annual budget and performance measures preparation. Record and review expenditures, and justify deviations from forecasts according to established City and department financial policies and procedures for controlling receipt, allocation and expenditure of budgeted, grant or other funds. Oversee statement of work, technical specification and grant application preparation. Participate in award and negotiation of contracts. Administer services and other contracts according to City procurement policies and procedures. Implement department directives. Prepare and present comprehensive special and recurring reports, charts and recommendations about programs and projects with in-depth technical, statistical and cost estimates and results analyses for City officials and department executives, and other jurisdictions and agencies. Set up and maintain required organizational administrative procedures manuals, and records such as of payroll, employee files, purchase requisitions and other transactions.

Supervise assigned supervisors, police officers and civilian support staff. Involves: Conduct roll calls, schedule work, assign duties and coordinate shift changes. Issue written and oral instructions, and check work for exactness, neatness and conformance to policies and procedures. Guide subordinates to overcome difficulties encountered in performing duties which includes interpreting department policies and procedures, Appraise performance of immediate subordinates and review evaluation reports of lower level supervisors. Coach and arrange for or conduct training and development activities. Enforce personnel rules and regulations, standards of conduct, work attendance, appearance and safe working practices. Maintain supervisor-subordinate harmony and resolve disputes or grievances as delegated. Recommend commendations or discipline, and employee status changes. Interview applicants and recommend selection.

Perform related duties as required. Involves: Act on behalf of superior officers in their absence, if assigned. Carry out, as qualified, expert uniformed Police Officer or Police Detective functions that includes modifying standard practices, adapting precedents and establishing validity of approaches in order to deal with unique situations in a manner that conforms to legal requirements and department policies, or serve in such a position as back up when necessary. Maintain normal availability by radio or telephone for consultation on open cases or emergency call out. Schedule and conduct meetings. Direct or personally maintain equipment, supplies and facilities in clean, orderly and safe condition which includes preventive servicing and making minor repairs, such as changing tires on assigned

service vehicle if needed. Participate in in-service training for own professional development. Serve on designated ad hoc committees.

**Knowledge, Abilities and Skills:**

- Considerable knowledge of modern law enforcement and crime prevention principles and methods.
- Considerable knowledge of pertinent federal, state and local laws, City ordinances and codes, including rules for securing, handling and preserving evidence, and legally accepted practices for making arrests and protecting prisoners' rights.
- Considerable knowledge of Police Department operational and administrative policies, procedures and organization, and limits of its authority.
- Considerable knowledge of City geography and locations of important buildings.
- Considerable knowledge of community policing, including public relations techniques and awareness of cultural differences.
- Considerable knowledge of supervisory techniques, office management practices and governmental budgeting, fiscal and personnel administration procedures.
- Ability to establish rapport and maintain effective working and community relationships with subordinates, peers, supervisors, officials, other departments and agencies, and the public in order to enforce the law and prevent crime with firmness, tact and impartiality when confronted by hostile, injured and distraught individuals and groups.
- Ability to communicate persuasively and effectively orally and in writing in order to clearly and concisely articulate complex facts and relationships in legible detail and summary reports and records, testify in court in an objective and professional manner, follow and give work instructions, and conduct training.
- Ability to comprehend and analyze highly complex situations, problems and data, and use sound judgment to draw conclusions and make decisions in adopting quick, effective and reasonable courses of action that consider hazards and circumstances when applying modern police principles and methods.
- Ability to command the respect of police officers, plan, assign, direct, and inspect work of subordinate supervisors and other personnel, and enforce pertinent rules and agreement terms firmly and impartially.
- Skill in safe operation, care and wearing of a handgun, other designated weapons, allied law enforcement equipment, communications devices, and other City facilities and property, as required.
- Skill in safe operation and care of a motor vehicle.
- Skill in safe operation and care of a network workstation or personal computer and allied hardware, and generic business productivity and specialized law enforcement software.
- Skill in rendering First Aid as first responder to accidents, crime scenes and other emergencies.

**Other Job Characteristics**

- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.
- Subject to being called at any time for emergency duties.
- Occasional vigorous physical demands common to duties of a Police Officer.

**Minimum Qualifications:**

**Education and Experience:** An accredited Bachelor's degree in Police Sciences, Law Enforcement, Criminal Justice, Business or Public Administration or a related field, plus eight (8) years of experience as a commissioned police officer with the El Paso Police Department, including two (2) years as a Lieutenant.

**Licenses and Certificates:**

- Basic Peace Officer license issued by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) in compliance with state statute by time of appointment.
- Texas Class "C" Driver's License or equivalent from another state by time of appointment.